

Adopted January 27, 2017

PIERCE COUNTY  
TRANSPORTATION  
ADVISORY  
COMMISSION

COMMISSION OPERATING GUIDELINES

## TRANSPORTATION ADVISORY COMMISSION OPERATING GUIDELINES

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### Foundational Information

**Authority:** The authority of the Transportation Advisory Commission is included in Pierce County Ordinance No. 2016-48s (see attached).

**Purpose:** The purpose of this document is to establish the standard operating procedures for the conduct of the Transportation Advisory Commission (Advisory Commission or TAC).

**Mission:** The Advisory Commission provides policy guidance on local transportation issues to the governing board of the Transportation Benefit District, the Pierce County Executive, and the Pierce County Council.

**Scope:** The Advisory Commission will:

- A. Act as a liaison to coordinate an information exchange on transportation issues among Pierce County and local governments, citizens, and industries of Pierce County;
- B. Review, advise, and make recommendations on the capital improvement priorities of the Transportation Benefit District and Pierce County;
- C. Review, advise, and make recommendations regarding transportation system financing and financing proposals such as traffic impact fees, real estate excise tax, and other funding sources; and
- D. Perform other transportation policy related duties from time to time as directed by the Pierce County Council, the governing board of the Transportation Benefit District or the County Executive

### Participation

**Members:** The advisory Commission shall be composed of nine voting members who shall represent a balance of interests including, but not limited to, citizens, public interest groups, and business, and four non-voting government ex-officio members as set forth below:

- A. The nine voting members of the Advisory Commission shall be comprised of the following:
  1. Three members representing non-governmental community and neighborhood councils which are active in the unincorporated area. Members should be selected to achieve broad geographic coverage to the extent possible;
  2. Three members representing business or business associations;
  3. One member representing school districts or parent teacher student associations;

4. One member representing a transit agency;
5. One member representing a bicycle user group such as the Tacoma Wheelmen's Bicycle Club; and

### Appointment Process and Terms of Office for Voting Members

- A. The appointment process for voting members shall be in accordance with the requirements set forth in Section 3.30 of the Pierce County Charter.
- B. Terms of office for voting members shall meet the requirements of Section 3.30 of the Pierce County Charter, provided, however, that the initial terms of voting members shall be staggered as follows:

*2-year term – one member of the non-governmental and neighborhood council, one member of the business representatives, and one member representing the schools*

*3-year term – one member of the non-governmental and neighborhood council, one member of the business representatives, and a transit representative,*

*4-year terms– one member of the non-governmental and neighborhood council, one member of the business representatives, and the non-motorized/active transportation group.*

Thereafter, voting members shall be appointed for 4-year terms. No voting member of the Advisory Commission shall serve more than two consecutive full terms.

- C. Voting member vacancies occurring for any reason shall be filled by appointment for the unexpired terms or, if occurring on the termination of a regular term, the successor shall be appointed for a full term.

**Alternates:** Members are encouraged to attend all meetings. Members can designate one alternate to attend on their behalf. Members must notify the Executive Director or Pierce County Staff in writing (electronic notice is allowed) with the name of their alternate. Members and alternates will share printed information (unless other arrangements are made), and are requested to keep each other up-to-date on pertinent information throughout the process. Alternates are allowed to speak and vote on behalf of their Commission member only if the Commission member they represent is absent from the meeting.

**Vacancies-Removals:** Vacancies resulting from the expiration of terms of office shall be filled by appointment and confirmation for a term of four years. Vacancies occurring for any other reason than the expiration of office shall be by appointment and confirmation for the unexpired term of office being filled.

**Quorum requirement:** There is a quorum requirement. Five voting members of the Advisory Commission shall constitute a quorum at all meetings.

**Decision-Making:** The Advisory Commission will use consensus decision-making process when possible. To reach a consensus decision, Advisory Commission members will make proposals, hold additional discussion, and the chair will call for the consensus decision on the proposal. Every effort will be made to meet the interests of all members. Consensus has been reached when everyone agrees they can accept moving forward with the recommendation and will support the recommendation.

If consensus cannot be reached, the decision will be made by a majority vote, with a majority being a simple majority of those members or alternates present at the meeting (assuming a quorum is present). In those instances where consensus cannot be reached, once a vote is cast, both the majority and minority opinions of Advisory Commission members in relation to that recommendation shall be fully documented.

**Non-voting Member:** There are four non-voting government ex-officio members that shall include one representative each from the Pierce County Public Works Department, Planning and Land Services Department, Economic Development Department and the Office of the Pierce County Council. All meetings shall be open to the public and meet the requirements of Chapter 42.30 RCW.

### Officers, Records, and Rules of Procedures

- The Advisory Commission shall elect its chairperson and vice-chairperson from among the appointed members. Officers shall be elected for a 12-month term.
- The Advisory Commission shall keep a summary of its transaction of business and meetings.
- The Advisory Commission process for taking action shall generally be guided by the latest revised version of Robert's Rules of Order. The Advisory Commission may adopt additional operating procedures for conducting Advisory Commission business; provided, that such procedure does not conflict with State statute, County resolution or ordinance.
- All votes of the Advisory Commission shall be polled and recorded.

### Roles and Responsibilities

**Advisory Commission Members:** The Transportation Advisory Commission brings a wide spectrum of interests to the discussion of planning and delivery of transportation projects to residents of Pierce County. To this end, the Advisory Commission is seen as a forum for members to become more informed about current transportation planning issues with the County, to share perspectives, and to provide timely and relevant recommendation on transportation policies, projects, and finance. In order to fulfill their responsibilities, Advisory Commission members will:

- Serve as a liaison to the public and/or their agencies (as appropriate) by networking effectively outside the Advisory Commission with people or groups with similar interests to provide broad input to the discussions.

- Come to meetings prepared.
- Review technical and financial information and analyses to understand the scope of the issues, and potential approaches to the issues and their impact on the community.
- Bring a valuable and informed perspective, and contribute useful information to the process.
- Work collaboratively, constructively and creatively to advise the Transportation Benefit District Board, the County Executive, and the County council.
- Advise the Advisory Board Chair or designated TAC staff if the member is unable to attend an Advisory Commission meeting.
- Attend meetings consistently. If a representation seat (member or alternate) has three consecutive, unexcused absences from Advisory Commission meetings, the member may be subject to a removal from the Advisory Commission based on a recommendation of the Advisory Commission to the County Council.
- Abide by the ground rules.

**Commission Leadership:** The Advisory Commission will have a Chair and a Vice-Chair. The Advisory Commission shall elect the Chair and Vice-Chair annually at the first meeting of the year. These officers shall be elected for 12 month terms. If for any reason an election is not possible at the first meeting, the current officers shall serve in their roles until the election is held.

The chair of the Advisory Commission will be responsible for:

- Working with the Transportation Benefit District and/or County staff to establish meeting agendas to meet Advisory Commission work plan goals;
- Represent the Advisory Commission as needed before the TBD Board or other forums as needed;
- Encourage input from all Commission members during the meeting;
- Convene and adjourn the meetings of the Commission;
- Facilitate consensus among Commission members;
- Call for votes of the Advisory Commission when needed;
- The chair may establish sub-commissions of the Advisory Commission, and

The Vice Chair of the Advisory Commission will perform all duties of the Chair in his/her absence.

The Department of Public Works will provide material support to the Advisory Commission. In addition, the latter department is responsible for providing background and educational materials and providing technical input and support throughout the process. Specifically, the Public Works Staff will:

- Provide draft and/or final technical and financial information and analyses to inform Advisory Commission discussions.

- Support the Advisory Commission in their decision-making.
- Support the Advisory Commission's responsibilities as liaison to the public and/or their agencies by providing information in a timely fashion to allow for Advisory Commission and constituent consultation.
- Remain neutral
- Contribute substantive ideas.
- Help the Advisory Commission accomplish their tasks.
- Suggest and implement process ideas.
- Help the Advisory Commission abide by its adopted ground rules.

**External Communications:** Members are encouraged to share accurate and objective information about the process with other people. Specifically:

- Members will avoid characterizing the views or opinions of other Advisory Commission members outside of Advisory Commission meetings.
- Advisory Commission meeting products, such as agendas and summaries, will be posted on the Transportation Advisory Commission website.

#### **Communications:**

- **Email:** Email will serve as the primary communication mechanism with the Advisory Commission between meetings.
- **E-files:** Staff will endeavor to size e-files so as to facilitate easy downloading and review by Advisory Commission members.
- **Contact list:** A current contact list, including email, USPS mail, and phone numbers of Advisory Commission members will be maintained by the TAC staff. Contact information will not be released to other members without the consent of members.
- **Open Public Meetings Act:** The Advisory Commission will operate under the requirements of the public meetings act, including public notification of meetings and limiting decision-making to official meetings. The Advisory Commission will complete required training related to the Open Public Meetings Act.

#### **Documentation**

**Meeting Summaries:** Meeting summaries will capture key discussion points, action items, and areas of agreement on recommendations. Meeting summaries will not be transcripts of the meeting. Draft summaries will be circulated to the Advisory Commission for review and comment.

#### **Ground Rules**

- RSVP meeting attendance and arrange alternate to attend if a member must miss a meeting
- Come to Commission meetings prepared

- Treat one another with civility
- Respect each other's perspectives
- Listen actively
- Limit side conversations
- Participate actively
- Honor time frames
- Silence electronic devices during meetings.
- Speak from interests not positions

### **Meeting Schedule**

The Advisory Commission shall set its meeting schedule each year to align with the tasks and responsibilities delegated to it. The number of meetings are currently set at once per month, the fourth Thursday of each month starting at 9:00 a.m. for 2 hours, but may meet more frequently and meeting length may be amended as needed.

### **Public Attendance and Comment**

All meetings of the Advisory Commission are open to the public. An opportunity for public comment period will be available at all Advisory Commission meetings.